

## Lions Clubs International – District 105W - Planning to Run a District Convention

This document is intended to be an aid memoir for Clubs or Zones wishing to run a District Convention. It should be noted that the business session is the sole responsibility of the District Governor who will be assisted by the District Secretary and Sergeant at Arms.

### Year 1

District Governor calls for Clubs/Zones to organise a Convention in three years time.

A Club or Group of Clubs normally a Zone, agrees to host a Convention in three years time.

Main Action	Secondary Action	Activities	Notes
<b>1. Small Working Party organised</b>	Agrees responsibilities.	Provisional site inspection. Provisional costing. Outline plans drawn up.	Will a hotel be able to host event & provide accommodation or will two venues be required. This will only be indicative to see if one more venues are viable.
<b>2. More formal inspection of short listed sites</b>	Check required dates available. Check number than can attend. Check adequate parking is Available. Approximate costs of location obtained. Current costs of meal. Current costs of accommodation.	Inspection carried out with IPDG, Sergeant at Arm and District Convention Officer. Prepare broad brush costing to check viability. Check adequate accommodation for attending Lions & partners. Is there suitable accommodation for attending VIPs.	Numbers will be obtained from past three District Conventions.
<b>3. Meet with VDG, District Convention Officer &amp; Sergeant at Arms</b>	Revue sites visited and decide if one will be suitable.	Decide to proceed & agree to place preliminary proposal to Cabinet.	A venue may be in one location or split between a hotel and a convention site. Emphasise costing is preliminary and will change.

**4. Form a Working Committee**

Agree who will be responsible for activities.

Appoint a Chairperson.  
Agree single point of contact with Hotel.  
Host Night.  
Banquet and Ball night.  
Transport.  
Sponsorship.  
Documentation.  
Treasurer.  
Secretary and minute taker.  
Health and Safety.  
IT.

Numbers for two events taken from previous three years trend.

**5. Form a written Working Budget**

Committee Chairperson,  
Committee Treasurer and District Treasurer.

To take notes of District responsibilities.

To take account (using historical data):  
deposits required,  
running costs, eg. postage,  
social activities,  
additional insurance costs,  
printing programme,  
printing convention papers (liaise with District Secretary for this)  
any gifts,  
any special folders.

## Year 2

### 6. Agree calendar of meetings.

### Enter into detailed discussions with Venue(s) Management

Include time and location.  
Confirm venue(s) still available.  
Confirm in writing bookings for venue and required accommodation.

Detailed financial discussion.

Check facilities.

Risk Assessment.

Suitable rooms for VIP's, International Guest(s), District Governor all with partners.  
Block of rooms for attending Lions.

Cost of VIP and other special accommodation.  
Cost of room for visiting Lions.  
Hire of room for main events.  
Hire of room for Sunday meeting.  
Cost of meal at Host Night.  
Cost of meal at Banquet and Ball.  
Cost of lunch for Saturday.  
Cost of lunch for Sunday.  
Cost of tea/coffee at Saturday break and morning of arrival.  
Cost of area for stands.  
Printing costs (menus etc)  
Other related costs

Ensure that main venue room can be changed round within time available.  
Check with police that signs can be put up.  
Is there enough space for stands?  
Check adequate cloak room space for visiting Lions and partners.

Re-check venue for fire certificate and confirm up to date.

Take note of VDG's activities.  
Confirm as early as possible in year  
The various types of rooms available to be noted.

Important that District Sergeant at Arms is briefed on this.

Check fire evacuation procedures.  
Are there adequate working  
emergency lights.

**7. Liaise with supporting  
Lions**

Host Night.

Agree a theme  
Who will organize the event?  
Who will prepare decorations,  
table covers, etc ?  
Who will organise music?

Important to fix this if dealing with  
more than one Club.

Do you have a good contact for music.

Banquet and Ball.

As host night.

At appropriate time will need to liaise  
with DG/VDG regarding VIP guests.

Transport.

If using two locations, can transfer  
transport be arranged.

Are Lions mini-busses available?

Sponsorship.

Main activity ends second year but  
preliminary work can start now.

Aim to cover all printing costs.

Documentation.

Ascertain if printer will special  
offer.

Trade off may be advert in booklet.

Treasurer.

At this stage little action.

Documentation could be prepared.

Secretary.

All meetings to be minuted.

Copies to DG and VDG even if not in  
attendance.

Health and Safety.

Make discrete early inspection of  
venue.

Full risk assessment and check of hotel  
documentation prior to year 3

IT

To arrange provision of required  
equipment

For visual displays, roving microphones  
and radio equipment.

Liaise with District IT Chairperson.

**8. Meet with Bank**

Set up a special account for the  
Convention.  
Agree direct debit arrangements.

Primarily Treasurer's function.

Details to be minuted at next meeting.

<b>9. Transport</b>	Confirm in writing arrangements previously discussed.		At this stage it will be known if more than one venue is required.
			Discuss with transport providers how this will operate and who is responsible for co-ordination. Check with police for any limitation/local problems.
<b>10. Host Night</b>	Music to be booked. Décor agreed.	Ideally at this stage source of décor material located	Ensure can be stored safely.
<b>11. Cabinet Presentation</b>	Chairman to make a formal presentation to Cabinet.	Certificate of approval to be included.	Liaise with IT chairperson.
<b>12. Convention Presentation</b>	Power Point presentation to be prepared.	Agree maximum time with DG. Booking Forms and bank mandate documentation to be available.	
<b>13. Flag Party</b>	Nature of Flag Party to be agreed	Arrangements made with Flag Party.	Let them know a silver collection can be made if they wish – assuming not made up of Lions.

### Year 3

<i>District activities are not included in these notes.</i>	<i>These include requests for Resolutions, etc.</i>	<i>Responsibility of District Officers under guidance of DG.</i>	<i>DG to ensure Committee Chairperson kept briefed to ensure no duplication or 'communication' problems.</i>
<b>14. Agree Calendar of Meetings</b>	As before.	Minimum of one month.	These to be agreed with DG as he/she should attend at least every other one.
<b>15. Revue all activities to date</b>	Identify any problems with slippage and unresolved items.	DG to state at first meeting if he/she requires any changes in arrangements.	
<b>16. Reconfirm with Venue(s) Management</b>	Letters of re-comfirmation to be sent.	Also re-confirm music booking.	May be worth including agreed costs.
<b>17. Host Night</b>	Details and administration of this not detailed in this paper.		
<b>18. Banquet and Ball</b>	As above.		
<b>19. Clubs provided with Convention details and Social Events Booking Form</b>	To include copies of Banking mandate.	Ideally have maps and 'sales pitch' included. Lions to make accommodation bookings direct with Hotel or alternative accommodation.	At meetings, Secretary (or Booking Officer if appointed) to report on numbers of bookings to date and from which Clubs.
<b>20. Display Stands</b>	MD, District Officers and Clubs, including Pin Clubs, to be asked if they wish to have a stand at Convention.	Space may be limited so allocate on first come first booked basis.	
<b>21. Convention Programme</b>	To be provided by District Governor, it is his/her Convention.	Liaise closely with District Secretary. Timings important for hotel arrangements.	At appropriate meeting District Secretary invited to attend.

		IT Officer to confirm equipment available. IT Officer may need to assist with any Power Point presentation material required.	IT Officer to ensure there is necessary assistance for Convention and if required for the evening events.
<b>22. Special meeting</b>	This is to be held with District Officers involved with Convention.	This must include DG, VDG, District Secretary, Convention Officer, Sergeant at Arms, Flag, CN&R and Health and Safety Officers with supporting Club President(s) or Zone Chairman.	Ideally a site visit will have to be made if meeting held off-site.
<b>23. Flag Party</b>	Make arrangements with selected colour party.	A rehearsal will be needed.	To be arranged with Sergeant at Arms for morning of Convention rehearsal – see next.
<b>24. Convention Rehearsal</b>	Date and time to be agreed with District Governor and Sergeant at Arms.	Agree a full Sunday with venue management.  If possible, IT equipment to be tested in place – ensure DG will be able to see any projected material during the Convention programme. If possible, Convention marshals and helpers to attend. Clear up plans to be agreed.	Important that all District and Committee members attend.  Check if screens can be seen by all and if any problems with power and sound systems. Sergeant at Arms to detail his requirements and what assistance he will need. Confirm signing will be in place.
<b>25. Hotel liaison</b>	Unresolved problems to be discussed with Hotel.		
<b>26. Display Stands</b>	All District Officers, MDHQ and Clubs – including Pin Club to confirm their requirements and that they will assemble and clear away their material.		